Incorporated Village of Old Brookville 201 McCoun's Lane Old Brookville NY 11545

Phone: 516 671 4664 Fax: 516 671 4725

Planning Board Procedures for the Sub-division of Land

General Instructions to Applicants

Revised:

8.21.02

Pre-Application Phase

Before filing an application for Preliminary Approval, a subdivider may submit informal plans at a Planning Board meeting to discuss the general nature of his/her plans. The purpose of such a submission is to afford the subdivider an opportunity to consult early and informally with the Board before preparing a formal application, in order to save time and unnecessary expense. The subdivider shall nevertheless become familiar with Village ordinances and zoning codes prior to submitting his/her informal plans.

Application Review Phase

The purpose of the Application Review is to assure that all required documents are submitted, reviewed, and revised as necessary, in preparation for the Hearing for Preliminary Approval.

Submit the Application, along with the documents required in the Planning Board Submission Checklist, for review by the Village Clerk, Village Engineer, and other village officials or consultants. The documents will be checked for completeness, errors, omissions, and for conformity to Village ordinances and character.

At this time or any other time before Final Approval the Planning Board may request a site visit. The property shall be staked with markers at the proposed property boundaries and where boundaries intersect proposed or existing roads.

When all Application materials are in order the applicant may apply for a Hearing for Preliminary Approval. An appearance fee is required prior to scheduling a Hearing for Preliminary Approval. A sub-division of 5 lots or more is considered a major sub-division.

Application for Hearing for Preliminary Approval

A Hearing for Preliminary Approval will be scheduled within 60 days after completion of the Application Review Phase. The applicant shall send, via Certified Return Receipt, Notices of Preliminary Hearing for Sub-division to all neighbors 10 days prior to a Planning Board Meeting, and Applicant submits proof of the same to the Village Clerk.

At least 10 days prior to the Hearing the Applicant delivers to the Village Clerk 8 copies of all application materials as revised according to the changes requested in the Application Review Phase. The Village Clerk then posts notice and places announcements in the designated news publication.

Hearing for Preliminary Approval

Applicant may submit at the Hearing only those documents previously delivered with the Application for Hearing. The Board may, at its discretion, accept modifications to the drawings and documents as presented at the Public Hearing, provided that: Any changes shall be incidental to the Application, or else necessary by reason of outside agencies' requirements; any changes to the documents or drawings shall be "red lined" to clearly indicate revisions to the materials submitted with the Application for Hearing.